

Career Opportunities

Administrative Assistant

Support managers and teams with scheduling, correspondence, and office organization in a fast-paced business environment.

Office Manager

Oversee daily office operations, coordinate staff, manage records, and ensure efficient workflow and communication.

Executive Assistant

Provide high-level administrative support to executives, including managing calendars, travel, and confidential documents.

Customer Service Representative

Serve as the first point of contact for customers, handling inquiries, complaints, and support using professional communication skills.

Receptionist

Manage front desk operations, greet visitors, answer phones, and assist with general administrative tasks.

Data Entry Clerk

Input, update, and maintain accurate records in company databases using strong attention to detail and keyboarding skills.

Human Resources Assistant

Support HR departments with onboarding, personnel file maintenance, scheduling interviews, and processing HR documents.

Project Coordinator

Assist in managing business projects by organizing meetings, tracking deadlines, and maintaining project documentation.

Records Management Clerk

Maintain and organize business files and documents in digital and physical formats to ensure compliance and efficiency.

Office Support Specialist

Perform a variety of clerical tasks including filing, scanning, document preparation, and internal communication.

Virtual Administrative Assistant

Remotely support businesses with administrative tasks such as email management, calendar scheduling, and document creation.

Meeting and Event Coordinator

Plan and organize meetings, trainings, and business events, ensuring all logistics are managed smoothly and professionally.

Make an appointment with a SAC Career Education Counselor

Zoom appointments available

CareerCTECenter@sac.edu

(714) 564-6254

Help with enrolling in classes

Set education and career goals

Learn about financial aid and support service

Create an education plan to complete faster and easier

sac.edu/ba

Faculty Lead

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The information in this brochure is based on
SAC Catalog 2025-26.

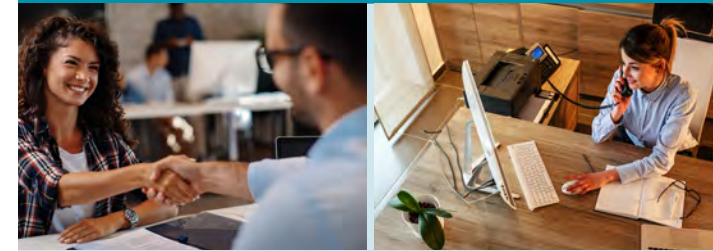
Please refer to sac.edu/catalog for details.



Business Division

SANTA ANA COLLEGE
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Cesar Chavez Building, A-103
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(714) 564-6750
sac.edu/business

OFFICE MANAGEMENT

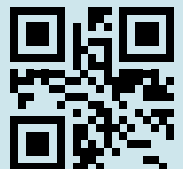


Professional Business Skills & Technology Training



Leadership Training for
Career Advancement

SAC.edu/BA



OFFICE MANAGEMENT

100% Online – All Courses & Industry Certifications

Office Management Certificate

Courses	Units
BA 100 Business Writing Skills	3
BA 102 Professional Skills & Career Readiness	3
BA 103 Business Mathematics	3
BA 179 Microsoft Office (Word, Excel, PowerPoint) – or –	3
BA 125 Microsoft Word – and –	2
BA 190 Microsoft PowerPoint – and –	2
BA 188 Microsoft Excel	2
BA 126 Microsoft Outlook	2
BA 127 Microsoft Teams	2

Program code: sac.baom.ca

Total: 16-19

Earn Microsoft Office Specialist (MOS) Certifications

Show employers you have the skills that matter!

- Certify your expertise in Microsoft Word, Excel, PowerPoint, and Outlook
- Stand out in job applications with industry-recognized credentials
- Add MOS certifications to your resume and LinkedIn profile
- Practice tests and certification exams are included with your courses
- Prove your ability to use essential business technology with confidence

Microsoft Office Specialist (MOS)



BA 125, 126, 179, 188, 189,
190 & CMPR 167

5 Individual Certifications
+ Badges

1 Associate & 2 Expert
Certifications & Badges

Office Management AA Degree

Courses	Units
BA 100 Business Writing Skills	3
BA 102 Professional Skills & Career Readiness	3
BA 103 Business Mathematics	3
BA 179 Microsoft Office (Word, Excel, PowerPoint) – or –	3
BA 125 Microsoft Word – and –	2
BA 190 Microsoft PowerPoint – and –	2
BA 188 Microsoft Excel	2
BA 126 Microsoft Outlook	2
BA 127 Microsoft Teams	2

Select 2 of the following courses

BA 189 Advanced Microsoft Excel	2
CMPR 167 Microsoft Access	3
ACCT 035 QuickBooks I *	2
BA 155 WordPress	2
BA 182 Google Apps & Google Drive	2
BA 163 Adobe Acrobat	3

Program code: sac.baom.aa

Total: 20-25

*The new ACCT 120 QuickBooks Online course has replaced ACCT 035 QuickBooks I and ACCT 036 QuickBooks II courses.

Advance Your Career with Office Management Skills

Gain the practical, in-demand skills needed to move up in today's business office.

- Prepare for real-world administrative and office leadership roles
- Train with Microsoft Word, Excel, PowerPoint, and Outlook
- Earn Microsoft Office Specialist (MOS) certifications to boost your resume and LinkedIn
- Improve your business writing, communication, and professional image
- 100% online courses available for maximum flexibility



Validate your technology skills –
earn certifications that open doors!

Earn Industry Certificates with LinkedIn Badges in all BA Microsoft & Adobe classes



Adobe Certified Professional (ACP)



BA 163, 164, 165, 166,
169, 170, 171, 172 & 173

9 Individual Certifications
+ Badges

3 Specialty Expert
Certifications & Badges